

Dear Taxpayer:

Thank you for your interest in our Electronic Funds Transfer (EFT) program. To participate, please complete this application and return it to:

Fairfax County Department of Tax Administration  
12000 Government Center Parkway, Suite 223  
Fairfax, VA 22035

There are only a few things to know:

1. You may choose to pay one or more real estate and/or personal property tax accounts. You can have the entire amount of taxes debited from your account or you can have a smaller amount debited and we will bill you for the difference. We will bill you at least 30 days prior to the tax due date and the bill will reflect any payments posted prior to that date. Any overpayments will be applied to next year's tax, or refunded upon request.
2. You need to tell us how much to debit from your bank account and how often (monthly, quarterly, semi-annually or a one time lump sum). If you are not sure of the amount due, you can call (703) 222-8234 and speak with our staff who will estimate the amount that will be due, or you can use last year's bill as an estimate for this year's bill. Given the program's start-up, fewer debits than usual will be made during 2004. In the future, you may want to spread your payments in equal amounts over the full year.
3. Real estate taxes are due July 28<sup>th</sup> and December 5<sup>th</sup>. Personal property taxes are due October 5<sup>th</sup>. If you purchase a vehicle or move into the County after July 1<sup>st</sup> your personal property bill is due February 15<sup>th</sup>.
4. Debits will continue in the amount selected until you advise the County in writing to stop the deductions, change the bank account, or change the amount you wish debited. If you sell a car, house or move out of Fairfax you must let us know in writing in order to stop debiting that account. If you buy a new or replacement car or home, a new agreement form will need to be completed. Please contact us to request a change or cancellation form. These forms can also be downloaded from our website [www.fairfaxcounty.gov/dta](http://www.fairfaxcounty.gov/dta).
5. Your bank routing number and account number are normally printed at the bottom of your checks. If you are unsure as to the correct number, please check with your bank. Be sure to enclose a voided check along with your application.

We hope you find this program helpful for paying your taxes. If we can be of service, please call (703) 222-8234, 8:00 a.m. to 4:30 p.m., Monday through Friday; visit our office at 12000 Government Center Parkway, Suite 223 during regular business hours (open until 6:30 p.m. Thursday); or, send us an e-mail from our website: [www.fairfaxcounty.gov/dta](http://www.fairfaxcounty.gov/dta). Your satisfaction is important to us!

Sincerely,

Kevin C. Greenlief, Director  
Department of Tax Administration



**FAIRFAX COUNTY**  
**DEPARTMENT OF TAX ADMINISTRATION**  
**AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER**  
**FOR REAL ESTATE AND/OR PERSONAL PROPERTY TAXES**  
**VOICE: 703- 222-8234    FAX: 703- 324-3935    TTY: 703- 222-7594**  
**www.fairfaxcounty.gov/dta**

**FORM**  
**EFT-1**

I authorize Fairfax County, through Bank of America and Metavante, private firms, to start debiting my bank account as specified below. If the date I select falls on a holiday or weekend, payment will be debited the next business day. Transfer of funds to the County will not occur if there are insufficient funds in my account.

(Please print)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Business Phone Number: (\_\_\_\_) \_\_\_\_\_

Please choose one payment plan:

- |   |  |
|---|--|
| <input type="checkbox"/> Monthly: 1st of each month<br><input type="checkbox"/> Quarterly: 1st of each month; January, April, July and Oct.<br><input type="checkbox"/> Semi-annually for real estate taxes: 1st of May, October<br><input type="checkbox"/> Semi-annually for personal property taxes: 1st of February and August<br><input type="checkbox"/> Lump Sum: 1st of month prior to tax due date | <input type="checkbox"/> Monthly: 15th of each month<br><input type="checkbox"/> Quarterly: 15th of each month; January, April, July and Oct.<br><input type="checkbox"/> Semi-annually for real estate taxes: 15th of May, October<br><input type="checkbox"/> Semi-annually for personal property taxes: 15th of February and August<br><input type="checkbox"/> Lump Sum: 15th of month prior to tax due date |
|---|--|

Bank Name: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Bank Account in the name of: \_\_\_\_\_

Account type: Savings ☐ Checking ☐ Bank Routing Number (nine digits): \_\_\_\_\_

Office use only		Real Estate Taxes	
MTP	Map Number	Property Address	Amount per Debit

Office Use Only	Personal Property Taxes	
Property Number	Year/Make/Model	Amount per Debit

This authorization is to remain in effect until Fairfax County receives written notification from me of its termination. Cancellation of this authorization will take effect within 30 days of receiving a termination letter.

All taxes have to be paid in full on or before the due date. We will bill you before the due date for any tax not yet paid. Any outstanding balance after the due date will accrue interest and penalty.

***I have read and agree to the terms and conditions contained on this form:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE ENCLOSE COPY OF VOIDED CHECK FOR CHECKING ACCOUNT DEDUCTIONS OR DEPOSIT SLIP  
FOR SAVINGS ACCOUNTS DEDUCTIONS IN THE ENVELOPE PROVIDED.